

ETHICS COMMISSION  
**CITY AND COUNTY OF HONOLULU**

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February 8, 2016

TO: CHAIR VICTORIA MARKS, VICE CHAIR MICHAEL LILLY AND  
MEMBERS OF THE ETHICS COMMISSION

FROM: CHARLES W. TOTTO, EXECUTIVE DIRECTOR AND LEGAL COUNSEL

SUBJECT: AGENDA ITEMS FOR THE FEBRUARY 11, 2016 MEETING, **OPEN SESSION**

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I. CALL TO ORDER

II. NEW BUSINESS

A. For Discussion and Action: Modification of Personnel Evaluation Form for Executive Director and Legal Counsel. (2-11-16 Agenda Item II.A, OPEN-1)

Attached to this memorandum, as **2-11-16 Agenda Item II.A, OPEN-1**, is the USS Missouri spread sheet evaluation submitted by Vice Chair Lilly and modified for the evaluation of the EDLC. The six categories and subparts in the attachment were adopted from the current EDLC evaluation form and blended with some of the "Mo" criteria. This is only a draft; you may have other topics or different wording you want included.

One shortcoming of the draft is it assumes all six categories should be given the same weight. The spread sheet could be modified to give different weight to different categories. The EC may decide that some categories should be weighted more heavily than others.

Should you have any questions, please contact me.

**02-11-16**

**OPEN – 1**

**The EDLC's Draft  
Evaluation Form**

**Agenda Item II.A.,  
Page 1**

### EC EDLC 2016 Performance - Commission Member Input

(Numerical Input)	Excellent 4										Lilly								2014 AVG	2013 AVG	2012 AVG	2011 AVG
Above Avg 3																						
Satisfactory 2																						
Needs Improvement 1																						
Provide vision and leadership																						
Work with EC members																						
Work quality and quantity in major duties																						
Trusted voice/face of EC																						
Supervising subordinates																						
Effective planning, procedures and priorities																						
AVG	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	#DIV/0!				

**Comments** *(Please Input Comments)*

**Provide vision & leadership** - Develop effective strategic plans, programs and policies to support EC's mission and objectives; Motivate and inspire staff to maximize their own development potential and mission support; Deliver strong operating and staff performance.

**Work with Commission members** - Advising and assisting EC members; Preparation for meetings; Clarity and timeliness of memos, reports and minutes provided to EC; Records and reference materials provided; Resolutions and alternatives provided to EC.

## EC EDLC 2016 Performance - Commission Member Input

**Work quality and quantity in major duties:** *Knowledge of ethics laws and administrative and legislative processes; Respond to request for ethics advice; Conducting investigations of alleged misconduct, probable cause and contested hearings; Presentations at meetings; Legal research; Negotiations and settlements; Developing legislation, rules and guidelines; Provide education and training*

**Trusted face/voice of EC -** *Build strong relationships with the Council, Administration, City agencies, community and City employees and officers through: Education programs; News media interaction; Public access to public reports and filings by officials, candidates, lobbyists; Working with other Federal, State and City agencies, including law enforcement*

**Supervising subordinates:** *Create team-based, cooperative work environment that allows for professional growth and advancement; Clearly communicate plans, policy, initiatives and directives to staff; Conduct timely staff appraisals*

**EC EDLC 2016 Performance - Commission Member Input**

**Effective planning, procedures and priorities** - *Develop and maintain an effective organization supported by sound policies and procedures, sufficient resources and funding, a strong team and case and project priorities.*

**General - Overall Performance & Improvement Areas**